



CHILD SAFEGUARDING PRACTISE PLAN

This practice plan aligns with the Bay of Plenty Badminton Child Protection Policy.

CSPP #	When	Safeguarding Practice	Who is Responsible	Reporting
1.1	1 st February Each Year.	<ul style="list-style-type: none"> Bay of Plenty Badminton CPP, CoC and CSR documents are checked and uploaded to the Bay of Plenty Badminton website. 	General Manager	
1.2	First Bay of Plenty Badminton Board Meeting of the Year.	<ul style="list-style-type: none"> Bay of Plenty Badminton Child Protection Policy reviewed by the Board of Badminton New Zealand including Codes of Conduct. Bay of Plenty Badminton Child Safeguarding Practice Plan reviewed and approved by the Board of Bay of Plenty Badminton. Confirm the appointment or re-appointment of the organisations Child Protection Officer. 	General Manager Child Protection Officer	
1.3	When a new staff member, coach, manager, or key volunteer is recruited to work for or support Badminton NZ.	<ul style="list-style-type: none"> New people to Bay of Plenty Badminton have the following included with their induction: <ul style="list-style-type: none"> Provided an electronic copy of the Badminton NZ CPP, CoC and CSR documents. Are provided with opportunity to complete the Child Protection in Play, Active Recreation and Sport e-learning module. Are NZ Police Vetted through Bay of Plenty Badminton. 	General Manager Child Protection Officer	

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1.4	Prior to all Bay of Plenty Badminton led programmes, events, and initiatives.	<ul style="list-style-type: none"> Lead Bay of Plenty Badminton Staff & Volunteers ensure: <ul style="list-style-type: none"> All staff & volunteers are reminded of the Badminton NZ CPP, CoC and CSR documents. All staff and key volunteers present have been Police Vetted. 	Lead Bay of Plenty Badminton Staff & Volunteers Child Protection Officer	
1.5	Prior to Bay of Plenty Badminton led programmes, events, and initiatives that include overnight stays with young people	<ul style="list-style-type: none"> Lead Bay of Plenty Badminton Staff ensure: <ul style="list-style-type: none"> All staff & volunteers are reminded of the Badminton NZ CPP, CoC and CSR documents. All staff & volunteers briefed on expectations in line with these documents. All staff and key volunteers present have been Police Vetted Bay of Plenty Badminton has a register of contact details for all young peoples parents/caregivers. Bay of Plenty Badminton complete all Health & Safety plans and process in line with policy. Bay of Plenty Badminton have a pre-arranged policy for the safe collection of young people after Bay of Plenty Badminton activities have concluded. 	Lead Bay of Plenty Badminton Staff Child Protection Officer	
1.6	Following BOP Team or Squad Selection	<ul style="list-style-type: none"> Determine ages of players involved Ensure that if any players under the age of 18 are included with any adult players that special 	Lead Badminton NZ Staff	

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		<p>consideration is made to ensure the young person's safety.</p> <ul style="list-style-type: none"> This may include additional codes of conduct or rules, regulations, expectations. 	Child Protection Officer	
1.7	1 st December Each Year.	<ul style="list-style-type: none"> Review of the Bay of Plenty Badminton NZ CSPP and CSPP Reporting. Make any improvements required for next year 	<p>Community Development General Manager</p> <p>Child Protection Officer</p>	
1.8	Ongoing Communication:	<p>Bay of Plenty Badminton ensures that Child Safeguarding promotion, education, reminders and best practice is shared regularly as part of:</p> <ul style="list-style-type: none"> E-news and newsletters Social media posts Member Club Workshops/Conferences Player, Coach, Technical Officials and Volunteer Communications and Workshops Coach Development – including Shuttle Time Coaching courses Bay of Plenty Badminton Event Briefings & Communications 		